

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-095**

<b>CLASSIFICATION TITLE</b> Senior Personnel Specialist	<b>OFFICE/BRANCH</b> Administration/Administrative Services/Human Resources Section	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 311-001-1317-001	<b>EFFECTIVE</b> 3/15/19

**GENERAL STATEMENT:**

Under the direction of the High-Speed Rail Authority's (Authority) Staff Services Manager I (Human Resources Manager), the Senior Personnel Specialist (Senior PS), acts as the primary contact for designated programs within the Authority and is responsible for the maintenance of personnel documents of Authority employees. The Senior PS demonstrates a positive attitude and will promote and be accountable for the satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- 35% (E)
  - Analyzes and performs complex employee history corrections and salary determinations. Performs the more complex leave transactions, including complex leave audits, lump sum deferrals, and the offset of accounts receivables using leave credits. Serves as the Catastrophic Leave expert resource for department employees. Ensures the California Leave Accounting System (CLAS) is updated correctly to reflect accurate balances for these transactions. Functions as the Department's Military Leave and Garnishment expert. Processes all separations for employees to ensure timely payment of wages, continuation of medical coverage and provide compassionate help to the family. Researches and provides solutions to timesheet issues.
  - In order to maintain attendance and payroll records including manual and automated posting of leave records on a monthly basis:
    - Reconciles and certifies attendance and payroll by accessing SCO systems.
    - Reviews for accuracy and manually process 634 attendance records by keying into the SCO system.
- 25% (E)
  - In order to key, enter and maintain employee work history information to appoint, separate, or change employee information and verify the accuracy of the data as needed:
    - Reviews employee appointment/separation documents, document and key Personnel Action Requests (PAR) into the State Controller's Office (SCO) system to update employment history by referring to the PAM.
    - Reviews turn around documents to ensure accuracy by cross-referencing the SCO

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- turn-around documents to Personnel Action Request Forms (PARF).
- Forwards documentation that the department cannot key to the SCO for processing by courier mail.

- 15% (E)
- Serves as the departmental expert processing of Family Medical Leave Act (FMLA), complex Non-Industrial Disability (NDI) and Enhanced NDI transactions, State Disability Insurance (SDI) payroll and leave accounting for employees in different bargaining units and excluded employees. Duties include, but are not limited to, processing FMLA and NDI claims in accordance with established laws, rules and departmental policies. Monitors employees on SDI, ensures the appropriate documentation of SDI leave, and ensures the appropriate return of employees on SDI to pay status.
- 15% (E)
- In order to ensure employee benefits (i.e., Health, Dental, Vision, COBRA and Flex Elect) are administered according to federal and state law guidelines as needed:
    - Reviews all benefit documents for accuracy by checking benefit codes, effective dates and the appropriate signatures by referring to the BAM.
    - Key enters health enrollment documents via direct line to the MyCalPERS system and forwards all others to appropriate entities per BAM guidelines.
    - On a monthly basis, posts leave cards to manually track benefit eligibility for Intermittent employees.
- 10% (E)
- Reviews, interprets, and implements Legislative changes, bargaining unit contract provisions, control agency manual revisions, CalHR Pay Letters and online manuals, SCO Payroll and Personnel Letters, and CalPERS Circular Letters. Creates and executes ad hoc reports from the Management Information Retrieval System (MIRS). Writes new reports and updates existing reports on a monthly or semi-monthly basis.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Current office methods, procedures, equipment, basic math principles, laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

Ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records; represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions.

### **DESIRABLE QUALIFICATIONS:**

- Demonstrates interest in assuming increasing responsibility, sound judgment, loyalty and discretion.
- Actively participates on personnel-related team projects.

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- Provides the highest level of customer service in all situations.
- Possesses a positive attitude.
- Can work in a fast paced environment.
- The ability to be flexible and motivated.
- History of excellent attendance.
- The ability to work under pressure and perform multiple tasks with accuracy, precision and neatness.
- Detail-oriented.
- Strong organizational skills.

### **SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise but will function in a lead role over lower level staff.

### **PUBLIC AND INTERNAL CONTACTS:**

Maintains good relationships with staff, management, department employees, other state agency employees, and the public. Incumbent must maintain a professional manner in dealing with staff or the public. Incumbent must work with others in a cooperative manner.

### **PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

- Requires ability to effectively handle stress and deadlines.
- Appropriate dress for the office environment.
- Read various documents and resources.
- Effective communication with various clients.

### **WORK ENVIRONMENT:**

The incumbent will work in a climate-controlled office under artificial lighting. The work site may have limited viewing access to the outdoors and the incumbent may be assigned cubicle space as a base of operation.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor\_\_\_\_\_

Signature:	Date:
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